



LAKE CHAMPLAIN COMMITTEE JOB DESCRIPTION

JOB TITLE: Director of Science & Water Programs

HOURS: Full-time, 40 hours per week including occasional weekends and evenings

LOCATION: Work takes place at the LCC office (currently in Burlington, VT) or remotely as arranged with the Executive Director and at on-site and field locations throughout the Lake Champlain Basin.

SUPERVISOR: Executive Director

ORGANIZATION:

The Lake Champlain Committee (LCC) is dedicated to protecting Lake Champlain's environmental integrity and recreational resources through science-based advocacy, education and collaborative action. LCC is the region's only bi-state organization dedicated to lake health and accessibility and has a distinguished history of nearly 60 years of action protecting a critical natural resource. Equal Opportunity Employer.

FUNCTION:

The **Director of Science & Water Programs** develops science-based environmental field programs and education initiatives related to the mission of LCC, under the direction of the Executive Director. They oversee and implement water protection programs; interpret and conduct research, and produce technical reports relevant to LCC policy work; participate in formal and informal committees and task forces; and work to expand collaborative efforts and advocacy networks to protect one of North America's most significant water resources.

RESPONSIBILITIES:

Environmental and Science Policy Initiatives and Advocacy

- Work with the Executive Director to develop field programs and educational initiatives and strategies related to LCC's mission. Areas of organizational focus are: nutrient and toxics reduction, stormwater reduction, ecosystem protection and restoration, management of aquatic invasive species, climate change, water-based recreation, along with critical emerging issues.
- Implement and oversee LCC field programs, including annual community-based cyanobacteria monitoring, aquatic invasive species monitoring and eradication efforts, and stormwater reduction education programs, and help secure ongoing funding for these and other field programs.
- Expand and develop science, resource management, and advocacy networks to further LCC's mission.

- Coordinate meetings related to science, education, and field work as appropriate and serve as LCC representative to related groups.

Communications, Outreach and Education

- Initiate educational campaigns that reinforce LCC's environmental and science policy and stewardship initiatives.
- Produce special bulletins, activist alerts and informational materials on topical issues to engage LCC and community members in our advocacy and field work.
- Implement an internship program to link graduate and undergraduate student research and project work to critical Basin policy issues, educational programs, and community needs.
- Write regular informational columns for distribution to basin media and LCC members which communicate key lake issues to a regional lay audience and engage community members in lake protection and restoration work.
- Help develop and expand LCC's web and social media presence through regular content development and updating and frequent postings. Maintain web pages for science and issues work to foster broader understanding of lake issues and expand support for LCC's work.
- Produce feature articles and content on topical issues for LCC's e-newsletter and other publications.
- Assist in the development and implementation of other aspects of LCC's communication program including the annual online Paddlers' Trail Guidebook (provide scientific overview and write sections on lake health) annual reports, member and partner updates, grant reports and general communications.
- Participate in the upgrading, diversification and expansion of LCC's existing education and outreach materials as needed.
- Organize educational events and outings to raise awareness of lake issues, natural history, and foster stewardship and community engagement.
- Represent the Lake Champlain Committee before administrative agencies and the Legislature and at hearings on critical issues at direction of the Executive Director.

Fundraising

- Secure outside funding for new and current LCC program initiatives through public and private funding sources working in concert with the Executive Director.
- Produce workplans and interim and annual progress reports as needed for donor relations, general outreach, and grant-funded projects related to science and educational programs.

General

- Assist in developing annual budgets and workplans and participate in short and long-term planning efforts.
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Participate in regular staff meetings, outings and staff development activities.
- Other duties as assigned.

QUALIFICATIONS FOR POSITION:

Experience and Background

- Successful experience with environmental field program development and implementation.
- Ability to analyze and integrate scientific and policy matters.
- Ability to effectively and persuasively communicate scientific and technical information to diverse audiences using a variety of media.
- Track record of effective and creative environmental problem solving.
- Interest in and familiarity with technical aspects of environmental issues on which LCC works.
- Understanding of environmental laws, regulations, and policy. Personal commitment to protecting Lake Champlain's environmental integrity and recreational resources.

Education

- Master's degree or equivalent strong academic and fieldwork background in environmental science or water resources management.

Interpersonal and Organizational Skills

- Strong organizational, interpersonal, written and oral communication skills and an ability to deliver high quality products and programs.
- Interest in building and expanding networks of support and initiating collaborative efforts on field programs and advocacy.
- Aptitude for dealing effectively with a wide range of individuals and organizations.
- Comfortable and outgoing in public settings.
- High motivation and energy level.
- Willingness to work flexibly as part of a team and confidence to work in a self-directed fashion.
- Ability to work with deadlines and within budgets and under time pressure with good humor and attention to detail.

Technology, Outreach and Research Skills

- High level of proficiency with Microsoft Word, Excel, Outlook, PowerPoint or other presentation programs (Prezi, PowToon) and database applications Email, website updating, social media proficiency and fluency, and aptitude for web-based searches and research.
- Strong analytical skills and mastery of technology in daily work. Ability to read, interpret, analyze and present a wide range of information.

Working Environment

- Willingness to work evenings when necessitated by field program and advocacy work.
- Flexibility to shift comfortably and readily from office and remote work to formal meetings, community settings, and field environment throughout work tenure.
- Valid driver's license and consistent access to a reliable vehicle. Frequent travel throughout the basin, including the New York portion of the watershed may be required.
- Support for using public transportation and carpooling for travel when possible.

ADVANTAGEOUS SKILLS & EXPERIENCE

- Familiarity with geography, history, and governance structures within the Lake Champlain Basin.
- Paddling or boating ability.
- Outdoor experience or certifications.